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DDP.

DDP/RMS-69/129
10 July 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report - Records Center Purge

1. The purge of useless records continued in the Clandestine Service during the past quarter. Additional emphasis was placed upon the review of those records which will permit the greatest reduction of CS paper. A new project was initiated which calls for a document-by-document review of certain non-indexed material held at the Records Center. The DDP, in his memorandum to staff and division chiefs on this project, directed that they push the purge with greater vigor. He asked that each component complete the review of its records by the end of the year so that they can certify that all non-essential records have been destroyed.

2. Feasibility studies are continuing on possible microfilm and microfiche applications to the problems of inactive records storage. It is anticipated that these studies will eventually lead to increased efficiency in records recovery as well as saving space at the Records Center and in the Headquarters building. There will be no immediate or dramatic space saving because the feasibility studies will take considerable time and intensified document photography will increase manpower requirements.

3. Many CS components conduct a continuing review of their paper. In this quarter this has led to the destruction of approximately 400 feet of unofficial records which would normally have been sent to the Records Center for at least two years. TSD with 200 feet and CA Staff with 67 feet were among the leaders in this regard.

4. The new program to review and purge non-indexed documents accounted for nearly half (122 feet) of the 273 feet of records which were destroyed. There remain some 1641 feet of this material to review on an individual document basis. Statistics so far indicate that 91% of the material reviewed has been authorized for destruction. Attachment A presents the results of the purge effort during this quarter and cumulative figures. Attachment B depicts the results of the non-indexed document review.

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[redacted]

Chief, Records Management Staff

Attachments
A-CS Records Purge Activity Chart
B-CS Non-Indexed Document Review
Distribution:
Orig & 6 - Addressee
1 - DDP; 1 - C/OPSER

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GROUP 1
Excluded from automatic downgrading and declassification

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